

*Providing Business Solutions  
for Idaho State Government*

**Mike Gwartney, Director**  
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**adm.idaho.gov**

**Administrative Rules:** Assures APA compliance in rule-making and publishes and provides centralized access to all agency rules. Provides training in the rulemaking, rule writing and legislative review processes. **Dennis Stevenson, 332-1822, dennis.stevenson@adm.idaho.gov**

**Copy Center:** Provides black and color copy and various binding services, advice and assistance in savings and quality in the procurement of printed material. **Val Petersen or Kay Martinson, 332-1941, val.petersen@adm.idaho.gov**

**Design and Construction:** Develops budgets, oversees architect/engineer selection, technical review of plans, supervises bidding process, administers construction projects for buildings, roofing, and asbestos abatement programs. **Robert Unrau, 332-1920, robert.unrau@adm.idaho.gov**

**Facilities Leasing:** Provides assistance in locating office space, statewide leasing analysis and lease preparation. **Linda Miller, 332-1929, linda.miller@adm.idaho.gov**

**Facilities Management:** Provides statewide property management needs, environmental control and custodial and security services. Facilities Services staff also maintains Capitol Mall grounds and buildings, manages the Idaho Falls and Lewiston State Office Buildings, and administers Mall parking. **Ric Johnston, 332-1937, ric.johnston@adm.idaho.gov**

**Federal Surplus Property:** Assists US General Services in the donation of property to state, local government, and eligible non-profit entities. **Bruce Hutchinson, 332-1629, bruce.hutchinson@adm.idaho.gov**

**GIS Service Center:** Provides GIS application development and integration services. **Bob Smith, 332-1930, bob.smith@adm.idaho.gov**

**Group Insurance:** Administers employee group insurance and wellness programs for state employees and retirees, including medical, dental, life, integrated behavioral health, and disability coverages. **Cynthia Ness, 332-1865, cynthia.ness@adm.idaho.gov**

**Industrial Special Indemnity Fund:** Adjudicates total and permanent disability claims and benefits, resulting from "second injury" in the workplace. **Ted Roper, 332-1836, ted.roper@adm.idaho.gov**

**Information Technology Enterprise Services:** Oversees, maintains the state portal. Manages interagency electronic mail, assists with web page development, supports small agencies. Coordinates statewide data network and Internet access. Provides wide, local area network support. Develops, implements statewide IT security strategies. Coordinates incident response. **Office of the CIO Help Desk, 332-1850.**

**Information Technology Resource Management Council Staff:** Provides research to support Council directives and policies to improve statewide use of information technologies for delivery of government services. **Kevin Iwersen, 332-1875, kevin.iwersen@adm.idaho.gov**

**Postal Services:** Picks up, delivers U.S. Mail, and air/ground express; presorts, folds, inserts certified and registered mail, bar-codes and provides metering services. **Kathy Uhling, 332-1950, kathy.uhling@adm.idaho.gov**

**Purchasing:** Provides training, support to agencies in purchasing requirements through lease/purchase of goods, services, parts, supplies, and equipment. **Mark Little, 332-1611, mark.little@adm.idaho.gov**

**Records Management:** Provides record storage, file delivery, archival microfilming services; coordinates workshops regarding records management procedures; destroys outdated, nonessential records. **Duane Bogstie, 332-1618, duane.bogstie@adm.idaho.gov**

**Risk Management:** Provides placement and maintenance of property/casualty insurance and self-funded coverage for state agencies; administers claims; assists agencies with safety/loss control issues. **Kit Coffin, 332-1871, kit.coffin@adm.idaho.gov**

**Telephone Services:** Installs/configures telephone lines, systems and services. Administers service contracts, statewide long distance, and calling cards, 800 inWATS, audio conferencing, payphones, cellular. **Cheryl Dearborn, 332-1845, cheryl.dearborn@adm.idaho.gov**

